



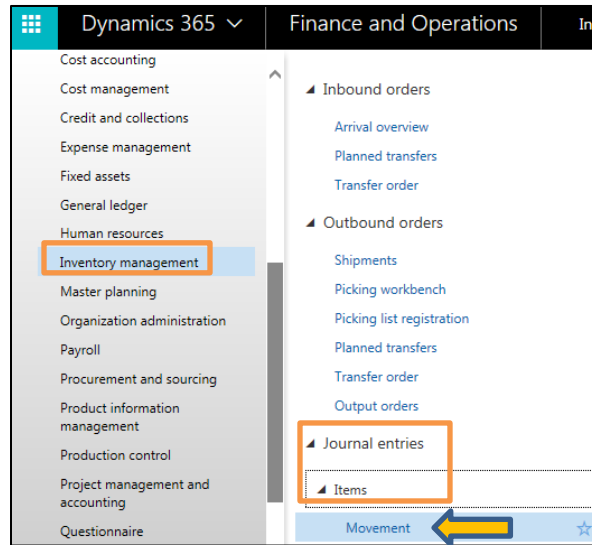
Dynamics 365

Create

a *Movement Journal*

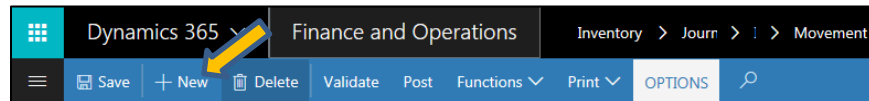
CREATE A MOVEMENT JOURNAL

To move items damaged or spoiled items out of inventory, create a movement journal.



To create a movement journal:

1. Login to Dynamics 365.
2. Go to **Modules > Inventory management > Journal entries > Items > Movement**.



3. The **Movement** screen displays. From the top blue section, click **New**.

Create inventory journal

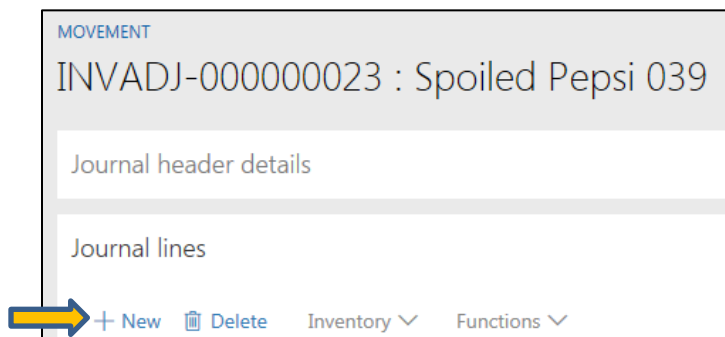
<input type="text" value="Name"/> <input type="text" value="MVMT039S"/>	<input type="text" value="Description"/> INVADJ-000... Spoiled Pepsi 039 Spoiled Pepsi 039	<input type="text" value="Site"/> GWAZ <input type="text" value="Warehouse"/> Store 039
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4. This brings up a new journal. Under the **Name** drop-down menu, select **MVMTXXXD** for damaged or **MVMTXXXS** for spoilage. XXX is store number.
5. Under **Description**, provide a brief description of why you are moving the product. For example, Spoiled Pepsi 039.
6. Under **Site**, select **GWAZ**.
7. Under **Warehouse**, select your store location.

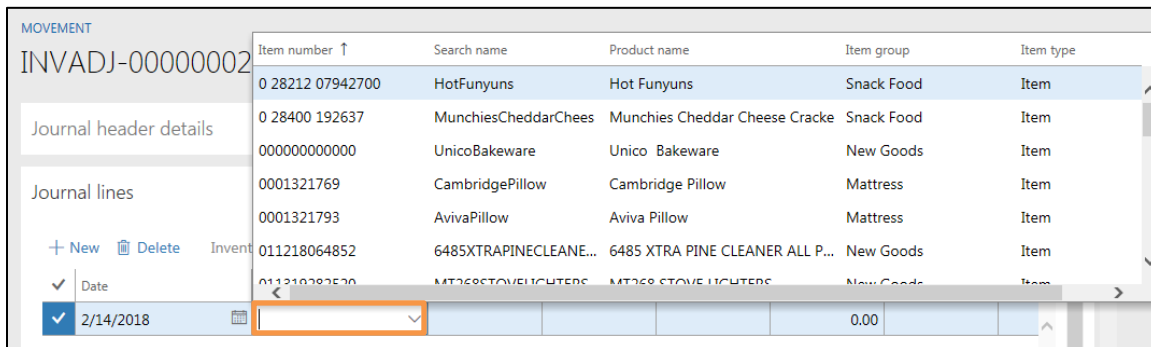
CREATE A MOVEMENT JOURNAL, CONTINUED



8. Under **Setup**, change **Reservation** to **Automatic**.
9. Click **OK**.



10. The **Movement** screen displays with what you just created. For example, INVADJ – XXXXXXXXX: Movement Store 039 (description you provided). To add the items you want moved; navigate to **Journal lines** and click **+ New**.



Item number ↑	Search name	Product name	Item group	Item type
012000012754	LiptonGreenTea	Lipton Green Tea	Snack Food	Item
012000018800	BevPepsiMax20oz	Bev - Pepsi Max 20oz	Snack Food	Item

11. A new row displays and the date field default is today's date. From the **Item** drop-down menu, search for the item and click to select. Do not enter anything in the CW quantity or CW unit field.

CREATE A MOVEMENT JOURNAL, CONTINUED

✓	Date	Item number	CW quantity	CW unit	Quantity	Cost price	Cost amount	Offset
✓	2/14/2018	012000018800			1.00	0.99	0.99	

Before adjusting quantity

✓	Date	Item number	CW quantity	CW unit	Quantity	Cost price	Cost amount	Offset
✓	2/14/2018	012000018800			-2.00	0.99	-1.97	

After adjusting quantity

- In the **Quantity** field, type how many pieces you want to transfer out of inventory. *Make sure to type a negative number.* For example, to transfer two Pepsi’s, type -2. If you type 2 without the – sign, it adds to your inventory instead of subtracting.

Line details

General Financial dimension Inventory dimensions

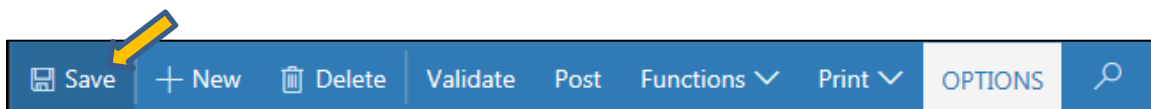
FINANCIAL DIMENSION

DepartmentStore
 Scottsdale & Oak (039)

Division
 Retail

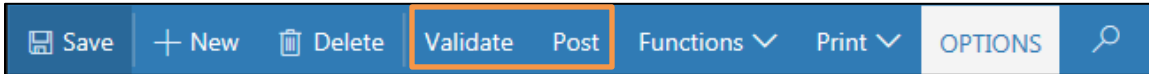
ProgramContract
 Snack Food

- Verify the cost price of the item and the total amount. Once you are finished adding all the items and double-checking your work, scroll down to **Line details** and click **Financial dimension**.
- In this section, choose the **Store #**, For Division, select **01 Retail**, and For Program Contract, select the associated dimension value. For example, for consumables select **SNAK – Snack Food**.



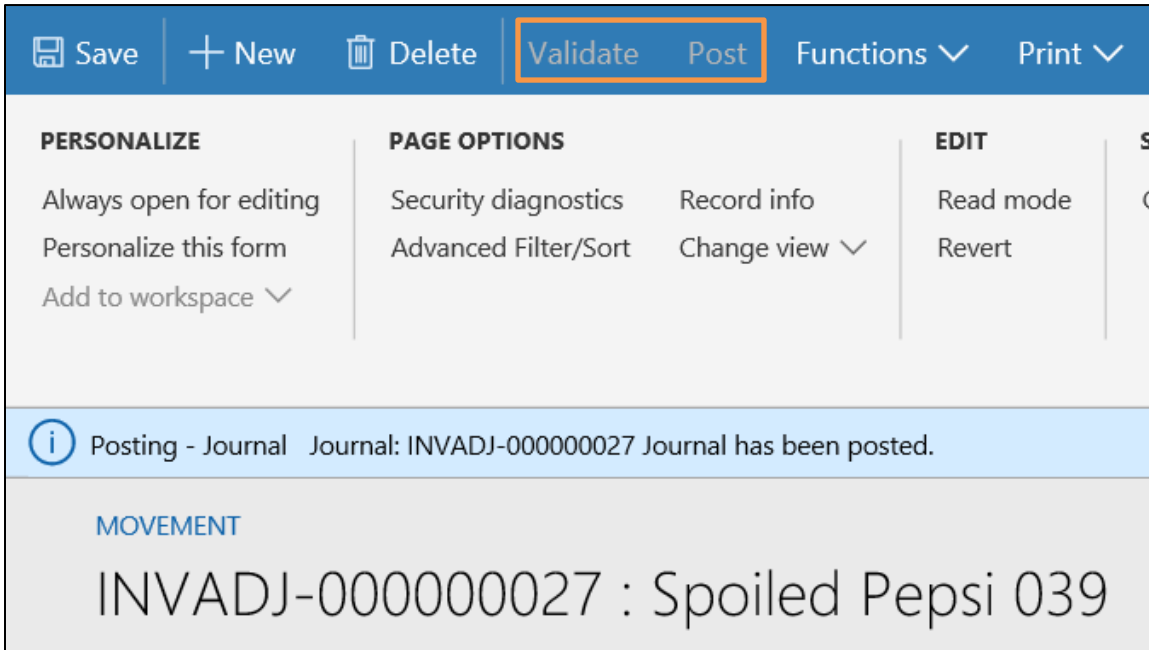
- On the top left menu, click **Save**.

CREATE A MOVEMENT JOURNAL, CONTINUED



To post:

- 16. From the top menu, click **Validate**, and then click **OK**.
- 17. Once validation is complete, click **Post** and then click **OK**.



- 18. A confirmation displays stating the journal has been posted. Notice **Validate** and **Post** in the top navigation are greyed out. The process is now complete.